

David L. Alvord, *Mayor*  
Mark Seethaler, *Councilman*  
Chuck Newton, *Councilman*  
Donald J. Shelton, *Councilman*  
Steve Barnes, *Councilman*  
Christopher J. Rogers, *Councilman*



PH: 801.254.3742 EMAIL: [info@sjc.utah.gov](mailto:info@sjc.utah.gov) FAX: 801.254.3393

## SOUTH JORDAN OCCUPANT BILLING REQUEST

Utility Billing Account \_\_\_\_\_ Service Location: \_\_\_\_\_

Return to: [billing@sjc.utah.gov](mailto:billing@sjc.utah.gov) Fax: (801) 253-5250 Mail to 1600 W Towne Center Dr; South Jordan, UT 84095

The City of South Jordan has received a request to have the bills for water, garbage, and storm water sent directly to your renter/property manager.

The City of South Jordan's policy keeps the bills in the owner's name with a bill being sent directly to the property owner. However, the owner of the property can authorize the renter or property manager to receive the bills. If you desire to have the bills sent to the renter or property manager, please keep several important factors in mind:

1. **This WILL NOT remove the responsibility for payment from the owner. If the renter fails to pay the bills, The City of South Jordan will expect you, as the owner, to make sure that the account is paid current.**
2. **If you wish to have your renter or property manager receive the bills, two bills will be sent out – one to you (as the owner), and one to the renter or property manager.**
3. **The water service to this residence may be disconnected when, after notice to the renter/property manager, the account remains unpaid.**
4. **In case of discontinuance of service, all reconnect fees and charges, in addition to the full amount of the delinquent bill, must be paid prior to having service restored.**
5. **The owner of the property will contact The City of South Jordan Utility Billing regarding any change in status of this account.**

Should you decide to allow your renter or property manager to receive the bills for your rental property, please fill out your portion of the information on the lower portion of this letter, including your phone number, signature, and the current date. When completely filled out, return the letter to our office at the address listed below.

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Service Location Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_